Preliminary CitiDirect Financial Guidance and Procedures

The following information is intended to provide basic financial guidance to assist you in implementing the CitiBank GCPC program. There are several methods that can be applied, although not all may be suitable as your operating procedures. For instance, if we chose to do nothing at all until the CitiBank expenditure is generated, we lose the FASTDATA funds availability check and increase the potential for an RS 1517 violation. Therefore this method is strongly discouraged. Our objective is to utilize the features from both CitiDirect and FASTDATA, and coordinate the transaction flow that will work best for you.

The CitiDirect programs come into focus after the initial purchase is made. CitiDirect will send both an obligation (EC 821) and an expenditure (EC 810) to STARS-FL. The obligation is established using a "CC" document type, and is submitted to STARS-FL as a CitiDirect standard document number (SDN). Note that FASTDATA does not currently provide for establishing a "CC" document, other than as a GSA memorandum. The invoice expenditure will be established after the invoice is e-certified, applying the default or other established LOA.

Our objective is to utilize one purchase credit card per site. However, as the FASTDATA programs that will provide the tools necessary for automated cost transfers and reconciliation have not been completed and implemented, it is suggested that multiple cards be issued as necessary to provide the separation between appropriations. The FASTDATA SEO is progressing towards creating a reconciliation program in FASTDATA to automate the cost transfer process. Once completed, the programs will transfer the downloaded CitiDirect SDN expenditure to our FASTDATA SDN with no manual intervention.

There has been concern regarding potential RS 1301 violations for sending an incorrect LOA to STARS-FL. ASN FM&C (FMO) has informally advised that no RS 1301 violation will exist up to the time the CitiBank invoice is certified and cleared for payment. However, the potential could exist if an inappropriate default LOA is not corrected after 30 days from the posting date to STARS-FL.

The two basic options for establishing the purchase card obligations are "bulk" versus "transactional" processing. The transactional processing method rather than bulk is strongly suggested. The workload requirement for bulk obligations will exceed that for transactional processing for high volume transactions. In order to maintain consistency throughout the claimancy, the following procedures are outlined for transactional processing. Therefore, if after analyzing the procedures below, that you believe bulk funding is still appropriate, submit your requirement with full disclosure of all "bulk obligation" procedures to COMNAVRESFOR for review and approval.

TRANSACTIONAL PROCESSING:
A. RPN.
 1 Set the bulk funding indicator to "N". Establish default LOA for messing, FAN 73602.
     Establish an alternate LOA for alterations, FAN 72694. Ensure cost re-allocation, if

necessary, is performed prior to e-certification.

B. O&MNR.

1. Assign stand alone range of NC 2276 serial numbers to each site that is using the card. The FASTDATA NC2276 screen will be used to record credit card purchases and establish the commitment purchase document from OPTAR. Set the bulk funding indicator to "N".

2. Establish the NC 2276 in FASTDATA ("RC" series) to commit funds.

3. Initiate the credit card purchase from vendor with the GCPC.

4. Not more than 48 hours after the time of purchase, logon to CitiDirect to obtain the CitiDirect generated standard document number (SDN). This is accomplished by clicking onto the price of each transaction on your e-statement listing.

5. If re-allocation to an alternate line of accounting (LOA) is necessary, this is the time to initiate the re-allocation. Submit to CitiDirect. This is necessary to obtain the final re-allocated CitiDirect SDN. Approximately 24 hours after the re-allocation, logon to CitiDirect to obtain the new re-allocated SDN. When the final SDN is obtained, logon to FASTDATA.

6. In FASTDATA, cancel the original NC 2276 that you established. **IF THE NC 2276 IS FOR A RECURRING SERVICE/MAINTENANCE TYPE CONTRACT, SKIP TO STEP 6**. Retain a copy of the document for tracking and audit trail purposes. Now establish a GSA memorandum document to obligate the OPTAR funds utilizing the CitiDirect generated SDN as the new FASTDATA document number.

7. For recurring type documents (service/maintenance contracts) **DO NOT CANCEL THE NC2276**. Go into FASTDATA and amend the document down (decrease) for the specific transaction amount. Please note that routine batch uploads to the Comptroller Fund Administrator are essential to ensure that the correct SDNs are resident.

8. Comptrollers will suppress both the "RC" series FASTDATA SDNs and the "CC" CitiDirect in the Fund Administrator before uploading the batch to STARS-FL. This is because CitiDirect will be posting the same "CC" SDN in STARS-FL, from which the expenditure will be captured in the Fund Administrator from STARS-FL and subsequently downloaded to the appropriate Site. The expenditure from STARS-FL should match the SDN established in FASTDATA.

The above procedures are a guideline only, pending completion of the FASTDATA cost redistribution and reconciliation modules. Suggest you develop detailed in-house procedures that will support your reconciliation and internal controls.

Recommend cardholders review the CitiDirect statement at least weekly and on the 20th of each month to identify disputed items, if any. Attempt to resolve disputes with the vendor. Unresolved disputed items should be prepared on a written dispute form and submitted to CitiBank. In lieu of re-allocating, let the charge post to the default LOA. At the end of the cycle, when preparing the statement for certification, the cardholder should select the transaction and click the dispute button, in addition to submitting a hard copy. This should remove the transaction amount due and the e-statement will pay short. Record disputes in the notes section of the e-statement. CitiBank has not addressed procedures to recoup funds that were paid but considered to be disputed.

Review of the transactions after each migrates to STARS One Pay is critical. It should not be assumed that because the invoice went to One Pay that all work is complete. Date changes, address changes, etc. not initially noticed can impact the timing of the invoice paid date, which can result

in unwarranted interest penalties.

CitiBank is aware that there are many open and unresolved fiscal year-end issues. CitiBank has indicated that the issues are being addressed and guidance will be forthcoming.